

DUTY STATEMENT

<i>Classification:</i> Associate Energy Specialist (TED)	<i>Position No:</i> 5500-4056-035
<i>CBID:</i> R10	<i>Office/Unit:</i> Renewable Energy Office
<i>Date Prepared:</i> February 29, 2008	<i>Division:</i> Efficiency and Renewables
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Energy Commission Supervisor II, the Associate Energy Specialist (TED) will perform program support duties in the Renewable Energy Office. These duties include analyzing, providing technical assistance and making recommendations on several Accounts, including but not limited to the Emerging Renewables Account, the New Solar Home Partnership Account, and the solar electric incentive program guidelines pursuant to Senate Bill 1. In order to meet the Governor's Million Solar Roofs Program, SB 1 expands the Energy Commission's role and builds on the work to develop the NSHP. This program provides financial incentives to encourage the installation of eligible solar energy systems on new homes. Additionally, the Associate Energy Specialist will also support, oversee and manage technology eligibility and compliance activities for the Emerging Renewables Program Account.

WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and the Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES

- 30% Administer, manage, and conduct statewide policy and technical analyses on SB1 activities. The incumbent will also facilitate efforts to coordinate this work with the staff of the Commission's Renewable Energy Office and Buildings and Appliances Office, the California Public Utilities Commission staff, publicly-owned and investor-owned utilities, and other organizations/ working groups as needed. (E)
- 20% Conduct day-to-day administration and the oversight of the Emerging Renewables Program Account. Manage a system for determining eligibility and compliance of renewable energy technology providers, retailers and wholesalers, and equipment certification for participating in the Emerging Renewables Program Account of the Renewable Energy Program. Identify policy issues dealing with eligibility and compliance and make recommendations to the Renewables Committee for resolving

these issues. Conduct analyses and evaluation of fiscal and administrative activities to ensure that distribution of the Emerging Renewables Program Account monies comply with legislative requirements and are efficient and effective. Ensure distribution of funds from the Emerging Renewables Program Account meets program guidelines. Review and make recommendations on process acceptance of eligible equipment under the rebate programs. (E)

- 20% Contribute to the overall design, development and implementation of the New Solar Home Partnership (NSHP) program in the Renewable Energy Program, consistent with Energy Commission renewable energy and related policies. Provide technical analysis, in coordination with other program leads and contribute to technical and policy analyses, as needed, to support the development and use of renewable energy in California. Represent the Renewable Energy Program on technical working groups, advisory committees, policy committees and other groups/entities as needed. (E)
- 10% Prepare information on various programs such as the Emerging Renewables Program Account, the New Solar Home Partnership Program, and the solar electric incentive program guidelines as specified in Senate Bill 1. Assist in developing and providing information on renewable energy and the Renewable Energy Program for distribution to the Commission, the Renewables Committee, and the public. (E)
- 10% Analyze and prepare staff reports and updates on the status, progress, issues and recommendations for several Program Accounts as part of the reporting requirements for the Renewable Energy Program, and assist in developing policy recommendations to help advance the development of a competitive renewable market. Assist in the development and preparation of the following reports: the Renewable Energy Program's *Annual Report to the Legislature*, and sections of the *Integrated Energy Policy Report* (IEPR). (E)
- 5% Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy for program planning. (M)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.	
Signatures	
<div style="border-top: 1px solid black; text-align: right; margin-top: -10px;">Date</div>	<div style="border-top: 1px solid black; text-align: right; margin-top: -10px;">Date</div>
Associate Energy Specialist (TED)	PAYAM NARVAND Energy Commission Supervisor II (TED)